



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION  
NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022-1509  
Date : September 6, 2022

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number** and **Latest Income Tax Return** upon submission of quotation/s. An **Omnibus Sworn Statement** is required prior to award

Please accomplish and submit this form together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **September 12, 2022 at 11:00AM.**

Very truly yours,

  
**ROSARIO F. BACONG**  
AO VI/Head, Procurement Management Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **within one (4) months**
- Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
- Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty period, if applicable: \_\_\_\_\_

**BONAPARTE D. CASEÑAS II**  
Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
(Signature over Printed Name of Supplier / Service  
Provider / Authorized Representative)

Procurement Form No. 04-A (Annex A)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

Annex A

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No: DSWD7-2022-1509  
 Date: September 6, 2022

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>Provision of Thirteen (13) Utility / Janitorial Manpower Services for Field Office VII CY 2022</b></p> <p><b>I. PROJECT INFORMATION</b>            TITLE: PROVISION OF JANITORIAL/UTILITY MANPOWER SERVICES FOR DSWD FIELD OFFICE VII</p> <p><b>II. SCOPE OF WORKS</b>  <b>A. TECHNICAL EVALUATION PARAMETERS</b>            1. Stability            a. Years of experience: The Service Provider should have at least 5 years of experience in janitorial business.            b. Must Have an operational office within either Cebu/Talisay/Mandaue/Lapu-Lapu City, Cebu            c. Liquidity of Service Provider: at least ₱1,000,000 (current assets minus stocks current liability, based on the Service Provider's Balance Sheet as of December 31, 2021)            2. Resources            a. Number of Janitors - with at least 40 trained janitors.</p> <p><b>B. JANITORIAL / UTILITY MAN POWER</b>            1. The Contractor shall provide 13 janitorial/Utility manpower who are:            a. At least high school level;            b. Of good moral character and without criminal or police records;            c. Physically and mentally fit, proven and supported by a medical certificate and with good grooming;            d. Duly trained and skilled to function as janitorial or utility personnel;            e. Must have basic knowledge and skills in cleaning, housekeeping and organizing things;            f. Has the ability to work well under minimal supervision;            g. Physically capable to lift or move things up to 10 kilos, if necessary;</p>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>h. Can easily follow instructions/directions from Supervisor;</p> <p>i. Preferably has basic skills on housekeeping/cleanliness/maintenance;</p> <p>j. Deployed janitor/utility must be fully vaccinated for COVID-19;</p> <p>2. The janitorial/utility personnel shall perform the following:</p> <p>a. Maintain the cleanliness and orderliness of the office premises to include warehouses and grounds;</p> <p>b. Protect DSWD properties from damage or destruction in connection with the janitorial/maintenance activities rendered;</p> <p>c. Preserve confidentiality of DSWD records and information;</p> <p>d. Proper collection and disposal of garbage/waste materials; and</p> <p>e. Perform miscellaneous services whenever required (i.e logistical assistance during meetings and conferences, hauling of office furniture, fixtures, equipment and supplies and other errand works).</p> <p><b>C. SERVICE</b></p> <p><b>STANDARD/HOUSEKEEPING PLAN</b></p> <p>1. Deployed janitorial/utility personnel shall be professional, courtenous and sensitive to the client's need at all times;</p> <p>2. The expected standard after cleaning and waste collection is-as follows:</p> <p>a. Office Areas, to include warehouses:</p> <p>(i) All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;</p> <p>(ii) All waste receptacles should be empty.</p> <p>3. Washrooms and Toilets:</p> <p>a. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;</p> <p>b. All sanitary fittings should be free from grime, dirt and smear.</p> <p>c. Grounds and Gardens;</p> <p>(i) All grounds should be freed from dry leaves and cleaned;</p> <p>(ii) Drainage system or canal should be properly cleaned;</p> <p>(iii) Gardens should be tilled and maintained the landscaped areas; and</p>				



Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>(iv) Plants should be regularly watered, well- trimmed and verdant.</p> <p>4. Disinfection of work areas and frequently handled and touched objects such as toilets, door handles or knob, countertops, switches and tables at least once every two (2) hours with appropriate disinfectant solution.</p> <p><b>D. SERVICE LEVEL AGREEMENT</b></p> <p>1. The Service Provider agrees that the DSWD-FO-VII through the end-user reserves the right to screen and accept or deny the deployment of any personnel recommended;</p> <p>2. The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors/utility personnel may be requested to provide service outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative;</p> <p>3. The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services; otherwise, liquidated damages as provided under RA 9184 will be charged against the Service Provider;</p> <p>4. The Service Provider shall pay its personnel not less than minimum wage and others benefits mandated by law. They shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the the Service provider;</p> <p>5. The Service Provider shall submit, along with the montly billing statement, receipts and prescribed reports and stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for the premiums of the personnel assigned. Two (2) certified true copies of previous payroll with signature of janitors/utility personnel shall also be submitted;</p>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>6. The Service Provider in the performance of its services shall secure, maintain at its own expenses all registrations, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider's personnel shall take all necessary precautions of the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices;</p> <p>7. The Service Provider shall provide the personnel with appropriate uniforms, protective gears {to include appropriate Personal Protective Equipment (PPE) and sanitizer}, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;</p> <p>8. The Service Provider shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing work;</p> <p>9. The bid price to be submitted shall be rounded off to two decimal places. Verification/evaluation of bids will be thru manual computation.</p> <p><b>III. Contract Duration and Schedule</b></p> <p>This contract shall cover for a period of four (4) months.</p> <p><b>IV. TERMS OF PAYMENT</b></p> <p>The Service Provider shall submit their billing statement after the completion of services with complete required documents and will be processed by the office within thirty (30) calendar days upon receipt of complete documents.</p>				
<b>Approved Budget for the Contract: Php 940,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>ADMIN-GSMS</b>							
<b>PURPOSE :</b> To maintain the cleanliness and general upkeep of Field Offices VII, Center and Institutions, and Warehouses for a period of four (4) months for CY 2022							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

Signature of Supplier / Authorized Representative Over  
Printed Name

**BONAPARTE D. CASEÑAS II**  
Canvasser

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PROJECT NAME: **PROVISION OF THIRTEEN (13) JANITORIAL/UTILITY  
MANPOWER SERVICES FOR THE FIELD OFFICE**

LOCATION: **DSWD-FIELD OFFICE VII**

**BID COST COMPUTATION**

No.	Description/Computation	Class A
<b>A.</b>	<b>Amount Due to Janitor</b>	
	1. Daily Wage (Per Wage Order No. ROVII-23)	
	2. Basic Salary (DW x 313 days / 12)	
	3. 13th Month Pay (DW x 313 days / 12 / 12)	
	4. Service Incentive Pay (DW x 5 Days / 12)	
	5. Retirement Benefit (DW x 22.5 / 12) (RA 7641)	
	<b>Total (#2 to #5)</b>	
<b>B.</b>	<b>Amount Due to Government as Mandated</b>	
	6. SSS (Employer's Share) (compensation based on the total of #2+#4)	
	7. ECC (compensation based on the total of #2+#4)	
	8. Philhealth (Employer's Share)(based on 313 days factor)	
	9. Pag-Ibig Fund (Employer's Share) (RA 9679)	
	<b>Total (#6 to #9)</b>	
<b>C.</b>	<b>Amount Due to Janitor &amp; Government (A + B)</b>	
<b>D.</b>	<b>Operating Cost</b>	
	10. Administrative Overhead/Margin which should not be lower than 10% (DOLE D.O. 18-A s.2011)	
<b>E.</b>	<b>Value Added Tax (D x 12%) (BIR Cir.Mem.#039-2007)</b>	
<b>F.</b>	<b>Contract Cost per Janitor</b>	

No. of Manpower per Class (Total: 13):	13
Project Duration (Months):	4
<b>Total Bid Price</b>	

Prepared by: